

Ketchum Ranger District/ Sawtooth National Recreation Area
Sawtooth National Forest

Ketchum R. D. /Sawtooth N.R.A. Shuttle Service

Blaine County and Custer County, Idaho

March 18, 2011

Prospectus

Prospectus Overview

This prospectus is soliciting proposals to conduct a shuttle service on the Ketchum Ranger District and the SNRA. As the result of this prospectus one or more federal permits issued by the United States Forest Service may be authorized. At this time a total of 400 service days are being made available for this activity for each operating season/year by the USFS. A “service day” is defined as the entry of any person (a client) onto public lands or related waters for any period of time during one day.

The available shuttle drop and pick up points are described below. The season of use is year round with specific shuttle sites authorized for summer use (defined as May 1 - November 30) and specific sites authorized for both summer and winter or yearlong use. The yearlong shuttle sites are shown in **boldface type below**. Please note that summer use dates are conditional upon snow melt and may be adjusted by the USFS annually. Also note that during the period spring trail closures are in effect the shuttle service to those trails and trailheads will not be authorized.

The shuttle service will primarily offer transport to Forest Service system roads and trailheads. National Forest system lands are not available for a base of operations so applicants must have a private land base of operations in the Wood River or Sawtooth Valley.

Background

The need for a shuttle service to Sawtooth National Forest recreation sites in the Sun Valley/Wood River and Sawtooth Valley Area has continued to grow with the increase in the popularity of mountain biking, hiking and cross country skiing. A shuttle service will benefit the public by reducing vehicle congestion at popular trailheads, help disperse trail users over a greater area and allow trail users to enjoy longer one way routes. A temporary permit for a shuttle service on the Ketchum Ranger District and on the SNRA was issued for the 2010 season and the reported use substantiated the public demand for this service.

Offering

This solicitation is offered to interested parties with the experience and ability to provide the proposed shuttle service. At this time **400 hundred service days are available each year**. Applicants may request fewer service days as part of their proposed operation. A service day is defined as a day or any part of a day on National Forest system lands for which services are provided to a client, including transportation. For example: 2 guests for a day = 2 service days or 2 guests for parts of 5 days = 10 service days.

A temporary Special Use Permit will be issued to the preferred applicant by the Ketchum District Ranger (the authorized officer). The permit will be renewed annually provided the permit holder has performed satisfactorily as demonstrated by an acceptable performance evaluation. After two years of successful operation, the permit holder may apply for a ten-year authorization. Consideration of this request shall be at the sole discretion of the authorized officer. If the authorized officer decides to consider the request, it will be evaluated based on the permit holder's performance. The number of service days authorized may be subject to review and adjustment during this re-issuance process.

Monitoring on-going effects of the permitted activity on natural and human resources may result in the need to modify visitor use patterns and/or reduce levels of permitted use. **The USFS may amend, suspend, or cancel Recreation Special Use Permits if necessary to protect public health, public safety, or the environment (see Code of Federal Regulations, 43 CFR 2932.56).**

Shuttle Service Operating Area

The operating area for this opportunity is described as all Forest Service Trailheads identified on the Sawtooth National Forest Visitor's Map located within the Ketchum Ranger District and the Sawtooth National Recreation Area *with some exceptions noted below*. Additional permitted drop off and pick up points on Ketchum Ranger District Trailheads and on the SNRA are also listed below.

As previously described above, shuttle sites authorized for summer use (defined as May 1 - November 30) appear in regular type and sites authorized for both summer and winter or yearlong use are shown in **boldface type below**.

Permitted Ketchum RD locations:

- All trailheads on the Ketchum Ranger District identified on the Sawtooth National Forest Visitor's Map.
- Additional Area: East Fork of Baker Creek Road (to the end of Forest Road #168, *open only May 1 –August 29 to motorized vehicles*)
- Other locations may be authorized if approved by the Ketchum R. D. Authorized Officer.

Permitted Sawtooth NRA locations:

- All trailheads identified on the Sawtooth National Forest Visitor's Map **except** for:
 - a. The Alpine Creek Trailhead at the end of Forest Road #205;
 - b. The Cabin Creek Trailhead located off of Forest Road #207
 - c. The Warm Springs Creek Trailhead located on the Salmon River Road near Robinson Bar; and
 - d. The Slate Creek drainage.

Additional permitted Areas:

- **Baker Creek Parking Area (on north side of State Hwy 75)**
- **Galena Lodge (in the lodge parking area).**
- **SNRA Headquarters Parking Area**
- Other locations may be authorized if approved by the Sawtooth NRA Authorized Officer.

How to Apply

All applicants must complete and submit the appropriate forms listed below and respond to the evaluation criteria.

NOTE: Idaho Outfitters and Guides Licenses are NOT required for owners or operators applying for this shuttle service permit or for their employees.

The following documents are required:

1. Financial Statement: Applicants may either submit the Idaho Outfitters and Guide Form OG-8, (available from the IOGLB Web Site at: www.oglb.idaho.gov) or applicants may submit a Financial Statement that provides the information listed under Evaluation Criteria, #7 Financial Plan.
2. Applicants must submit a detailed narrative responding to each of the Evaluation Criteria (#1- #8) listed below.

Evaluation Criteria

1. Experience: The selected applicant should have successful experience in the operation of a similar business or related enterprise:

- a. Does the applicant have previous experience?
- b. Does the applicant and employees presently have appropriate drivers licenses for types of vehicles and how will the new activity/area complement existing business?
- c. What knowledge does the applicant have of the operating area?
- d. How well does the applicant demonstrate the ability to provide a shuttle service in the specific area requested?

2. Equipment and Staff to Operate:

- a. Does the applicant have the necessary equipment for a successful operation?
- b. Does the applicant have the necessary personnel to operate?

3. Operating Plan: The applicant must supply a detailed operating plan that addresses the following items:

- a. Overall philosophy of the operation, goals for visitor service, and care of the land and resources
- b. Description of each shuttle offered (travel routes, duration of ride or trip, locations of rest stops, proposed operating season, and cost of trip to client)
- c. Description of safety and emergency medical care procedures such as pre-trip information provided to guests, guest orientation, identification of hazards and risks, special safety

considerations, employee training/certifications, search, rescue, evacuation procedures and communications

- d. Description of educational and/or interpretative programs and presentations
- e. Describe your hiring and booking practices in order to provide equal employment and client opportunities
- f. Describe actions to protect or minimize impacts to resources such as roads, trails and wildlife

4. Recreation Opportunity:

- a. What equipment will the applicant provide and what equipment will the client provide?
- b. How will the applicant provide for guide/client safety?

5. Quality of Service:

- a. Describe your hiring and booking practices you will use in order to provide equal employment and client opportunities.
- b. What provisions can be made to accommodate disabled clients?

6. Resource Protection:

- a. How will trash be disposed of?
- b. How will you accommodate restroom needs of employees and clients?

7. Financial Plan:

Financial statements are secured in confidence and are not public information.

- a. Applicant shall furnish evidence of having the financial resources needed to market and operate the proposed business.
- b. A statement of financial status and proposed means of financing will be furnished with the application.
- c. The applicant should demonstrate the ability to operate an additional business if already permitted for an existing business.

8. Business Plan:

- a. The business plan should address marketing methods and strategies
- b. The applicant should demonstrate the ability to market and provide a marketing plan to meet public need and to promote recreational outfitting opportunities
- c. The applicant's knowledge of financial and business management needs and practices
- d. The applicant's ability to manage and direct personnel and guests
- e. How service is provided and how the quality of public service is ensured
- f. How the recreation experience is delivered to the client
- g. The applicant should demonstrate that fees charged to the public are reasonable and fair

Sign and Date your response to the above Evaluation Criteria.

Submitting Applications

More information about the application process can be obtained from the Ketchum Ranger District at 208 - 622 – 5371 or by emailing rcatherin@fs.fed.us.

As noted above, the Financial Statement (OG-8) form can be downloaded from the IOGLB Web Site at: www.oglb.idaho.gov. The OG-8 form is in .pdf format and can only be printed and then completed in hard copy. Additional pages can be attached if space provided is inadequate for your answers. If you are unable to download the form, contact the IOGLB and they will send it to you.

Due to the required signatures in the application packet, e-mail applications will not be accepted. Applications need to be mailed to the Ketchum Ranger District, P. O. Box 2356 Ketchum, ID 83340.

Information on personal or financial capabilities will be kept in strict confidence and is not available to others under the Federal Freedom of Information Act.

- **Three copies** of each application must be submitted, (one with an original signature and two copies).
- Incomplete or illegible applications will not be processed.
- Material(s) submitted with applications will not be returned to the sender.

Please mail your original signature application (along with two copies) to the following address:

**Ketchum Ranger District
Attn: Renee Catherin
PO Box 2356
Ketchum, ID 83340**

Applications must be received by 5:00 pm, May 6, 2011 to be eligible. Barring unforeseen circumstances, notification of the selected applicant will be made by mid May, 2011.

Operation Requirements

- The selected applicant will be required to obtain and maintain a USFS recreation special use permit for the offered activity.
- A permit does not convey rights or privileges to use private land or to cross private lands.
- Shuttle services are required to provide public liability insurance as required by State and Federal policy for the respective type of operation.
- USFS permit holders are required to submit annual activity use reports.
- An Annual Operating Plan will be prepared by the shuttle service prior to issuance of the USFS permit. This Operating Plan will specifically address the land based outfitting services to be provided and must be acceptable to the USFS.

- Application information may be made part of both the USFS permit and incorporated with modification into the applicant's operating plan.
- Selection under this prospectus does not constitute approval of any operating plan or proposal.
- The final annual operating plan will be subject to modification by the USFS and the applicant with final approval by the USFS.
- The USFS must approve any change in the annual operating plan that occurs during the permit season.

Selection and Awards

The USFS will evaluate the applications based on information submitted by the applicants. Applicants may be required to be available for an interview with the FS to determine the preferred applicant. The FS will issue a Special Use Recreation Permit if an applicant is selected to provide this service.

The goal of the application process is to select an applicant whose proposal and experience best meets the public need. The selected applicant will be, in the judgment of the USFS, that individual or business best qualified to operate and provide these public services, based on, but not limited to, evidence submitted covering the items outlined under **Evaluation Criteria**.